



WELCOME PACK CHECKLIST

Providing the right information for your new starter will help them feel comfortable and confident when they join the organisation on their start date. This checklist is based on what information 16–24 year olds said they would like to receive before they start in a new role.

Managers, it is important to work with your colleagues in the HR department to arrange who will collate this information and send this through to the new starter. Use the table below to agree with your HR team which elements of the welcome pack they will provide and which you will need to bring together.

Document/information	HR	Manager
Conditional offer letter		
Equal opportunities monitoring form		
Two copies of contract (one to be returned, one for their records) with a summary sheet of key information such as rate of pay, pay date, holiday entitlement, working hours		
Map and directions to organisation, including specific department details		
A copy of the job description, person specification and any other relevant information about the scope of the role		
Information about the organisation <ul style="list-style-type: none"> – Including the range of services and care it offers, the trust values and information about the senior team 		



Document/information	HR	Manager
Information about the NHS pension scheme and auto enrolment		
A list of staff benefits <ul style="list-style-type: none"> – For example, flexible benefits packages, health and wellbeing initiatives, NHS discounts 		
Organisational policies that may be relevant for the new starter <ul style="list-style-type: none"> – For example, confidentiality policy, social media policy, information about the acceptable use of IT and mobile phones 		
Information on employment checks requirements <ul style="list-style-type: none"> – See the ThinkFuture employment checks information for young people document as an example or a version that you can send out to new starters 		
A copy of the new starter's team structure		
Induction plan for first day or week <ul style="list-style-type: none"> – See the ThinkFuture manager's checklist – bringing young people on board for suggestions of what you might want to include in your new starter's first day 		
The ThinkFuture jargon buster document <ul style="list-style-type: none"> – This document helps to explain some of the terms in standard contract documents 		
Information regarding hours <ul style="list-style-type: none"> – It may be helpful to provide a rota for their first week if they are working shifts, or let them know when they can expect to receive this 		
Uniform and dress code information <ul style="list-style-type: none"> – If there is a uniform, include information about where can they get it from and if not, what is the dress code for the team they will be working in 		
General information about the site they will be working on <ul style="list-style-type: none"> – For example, catering facilities, car parking availability and cost, local public transport links 		